



COUNTY OF LOS ANGELES

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July 2, 2002

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**AUTHORIZATION TO USE INFORMATION TECHNOLOGY FUNDS
TO DEVELOP AN ONLINE TEST PREPARATION SYSTEM PROPOSED BY THE
DEPARTMENT OF HUMAN RESOURCES
(3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve and authorize the use of \$277,810 from the Information Technology Fund (ITF) to develop an Online Test Preparation System for the Department of Human Resources.

PURPOSE OF RECOMMENDED ACTION

In their June 10, 2002 meeting, the ITF Executive Committee recommended support of the Department of Human Resources (DHR) Online Test Preparation System. Your Board's approval of this project will provide funding in the amount of \$277,810 to develop and implement an online test preparation system.

Implementation Of Strategic Plan Goals

The Online Test Preparation System supports the County's Strategic Plan Goals for Workforce Excellence and specifically aligns with the strategy to *Recruit, Develop and Train dedicated and productive employees*. DHR has accomplished this strategy through the strategic plan objective 2.1.1 to assess current critical training needs (of employees) and identify programs to meet them.

JUSTIFICATION

In May 2002, DHR submitted a proposal to the ITF Committee for funding to pursue development of an Online Test Preparation System. This system will allow internal and external candidates to take interactive practice tests through an online, web-enabled system. DHR's Test and Research Unit develops and publishes several study guides on the Department's Internet site. These guides are published in a PDF format that allows interested candidates to download tests for their personal study.

DHR proposes a more interactive site that will allow candidates interested in accessing these tutorials to take practice tests online. This interactive website will produce a performance report for the individual taking the test. The report will include the candidate's overall raw score and percentage. By providing this evaluative tool, each candidate can focus on the areas where performance may be improved.

FISCAL IMPACT/FINANCING

Upon approval by your Board, DHR will use ITF funds in the amount of \$277,810, to develop the Online Test Preparation System. Funding will cover professional services and hardware cost related to development of the application and implementation of the system.

FACTS AND PROVISIONAL/LEGAL REQUIREMENT

None.

IMPACT OF CURRENT SERVICES

This project improves the delivery of service to the public by providing an interactive, web-enabled application to administer practice tests. The project is anticipated to provide the following benefits:

- Increase the County's pool of qualified applicants;
- Provide candidates with a convenient and completely paperless experience;
- Increase the integration of technology to enhance recruitment and retention initiatives;
- Provide a self-serve method for candidates, resulting in savings of staff time that would otherwise be spent photocopying the guides.

Finally, this project will afford the County of Los Angeles to be the one, if not the only, public sector organization to offer an inventive tool to assist candidates in their written exam preparation.

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CONCLUSION

Your Board's approval of the recommended action will authorize the use of ITF funds in the amount of \$277,810, to develop the DHR's Online Test Preparation System.

Respectfully submitted,



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Chief Information Officer

JWF:JEW
YD:jsl

c: Executive Officer, Board of Supervisors
Marion Figueroa, Department of Human Resources
Raoul Freeman, Information Systems Commission
Chiu Lee, Chief Administrative Office
Brian Mahan, Chief Administrative Office
ITF Project File